

# **Office of Massachusetts Attorney General Maura Healey**



## **Request for Proposal (RFP)**

### **Equal Opportunity in Construction Trades Grant**

**Release Date: February 24, 2017**  
**Response Due Date: March 31, 2017**  
**Funding Start Date: June 1, 2017**  
**Project End Date: May 31, 2018**

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### **Background and Overview**

The Massachusetts Attorney General's Office ("AGO") is pleased to announce the availability of funds to support the Equal Opportunity in Public Trades Grant ("Trades Grant"). The AGO will be utilizing \$90,000 received through a settlement with CTA Construction Company, Inc. Eligible grantees include programs that promote equal opportunity programs within public construction.

The Trades Grant is designed to support and encourage projects which promote equal opportunity within public construction, especially with regard to Minority, Woman, LGBTQ, and Veterans workers. The Grant will support projects that can be used as models for promoting equal opportunity in one or more of the following areas: (1) apprenticeship programs; (2) job trainings; and (3) diversity and inclusion training, support, and outreach.

Special consideration will be given to applicants who can demonstrate that the grant will be used to promote equal opportunity within populations who are also part of other underrepresented or underserved groups, including, for example, LGBTQ, veterans, and racial/ethnic minority communities. Grant recipients will be required to report the results and lessons learned from their projects.

### **Eligibility and Responsibilities**

Eligibility is limited to Massachusetts organizations and entities. The following types of organizations and entities are eligible to apply for the Trades Grant:

- Workers' Centers;
- Unions;
- Non-Profit Organizations\*;
- Chamber of Commerce(s);
- Public Schools;
- Municipalities;
- Small for-profit businesses\*\*; and
- Post-secondary student organizations (with the educational entity acting as Grant administrator, which includes serving as the fiscal agent and primary contact).

\*Non-profit organizations must be in full compliance with all annual reporting requirements of both the AGO Non-Profit and Public Charities Division and the Internal Revenue Service, as applicable, in order to be eligible for funding.

\*\*For-profit businesses that have been the subject of any administrative charge of discrimination for which there was a finding of probable cause, or have been the subject of an enforcement action by any local, state, or federal authority are not eligible for funding.

## **Funding**

The AGO anticipates total funding of up to \$90,000 to support grant programs for no longer than one year. The AGO expects to issue grants in varying amounts, to multiple applicants. We encourage applicants seeking funding for smaller scale projects to submit budgets which are commensurate with the proposed scale of the respective programs. We anticipate that the maximum grant amount to any one applicant would be \$40,000.

The total number of grants awarded is contingent upon multiple factors, including, but not limited to: the number of applications received, amount of funding available, and amounts requested. Grants may be awarded in varying funding amounts and applicant budgets may not necessarily be funded in their entirety.

All funding decisions and amounts will be made at the discretion of the AGO.

Grants will be awarded for the period June 1, 2017 to May 31, 2018 for Fiscal Year 2017-2018. All funds must be expended by May 31, 2018; unexpended funds **must be** returned to the Commonwealth.

## **Grant Funding Categories**

Grants will be awarded in one of two funding ranges. Applicants should select **one category** under which they are applying.

**Category (1): Grants.** One or more grants of up to \$40,000 will be given to eligible unions, chambers of commerce, municipalities, schools, small for-profit businesses, and/or non-profit organizations to provide education, training, and technical skills to equal opportunity workers interested in careers in the construction trade. This may include: hands-on instruction in the skilled trades; job readiness training; full-apprenticeship programing; and job placement.

**Category (2): Micro-Grants.** One or more grants of up to \$10,000 will be given to eligible non-profit organizations and/or student organizations to fund Support, Outreach, and Training for workers to join the Construction Trades.

## **Grants may not be used to pay routine business costs, including, for example:**

- Legal work (legal advice, litigation, etc.);
- Food;
- Transportation and/or lodging that is not directly connected to the grant project;
- Ongoing business expenses (e.g., renting office space, long-term equipment rental, etc.) However, up to 10% of the award may be used for administrative expenses;
- Payments to other organizations in the form of donations or contributions; and
- Lobbying efforts of any kind.

## **Full Grant Proposal**

The full grant proposal should be submitted via the online grant application portal which can be accessed at [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).

The full grant proposal must include the following information:

**1. Grant Narrative**

- a. **Applicant Information:** a brief description of the organization, the organization's mission statement and service area, and a description of any prior work done in the program area for the applicant is seeking AGO grant funding, including any outcomes achieved from previous programs and/or lessons learned.
  - b. **Identified Need:** a *qualitative* description of the identified need for promoting equal opportunity for workers from underrepresented communities, including information about how this need came to be identified and defined, and any *quantitative* information on evidence of need that is available.
  - c. **Project Goals, Objectives, and Outcomes:** the category under which this grant should be considered and then a detailed description of the grant project, including the specific activities, services, use of technology and the timeline anticipated to complete the project.
2. **A description of the proposed solution**, why it was selected (or will be developed), and the evidence available to demonstrate the likelihood that it will promote equal opportunity within the trades for the population that was identified. If applicable, example(s) of successful implementation of the model by the applicant or by another entity (including any specific outcomes achieved).
3. **Operational goals, objectives, and outcomes.** Goals should be specific, measureable, attainable, relevant, and time-bound. The following questions should be answered in this section:
- a. What will the organization/entity do?
  - b. What will change as a result?
  - c. How will the organization know (measure) that it has achieved each outcome?
  - d. How will the organization/entity obtain feedback from users or consumers?
  - e. What does the organization/entity predict to be the effects or outcome of the activities funded by this grant?
4. **Timeline.** Applicants should demonstrate the institutional capacity to begin activities funded by this grant expeditiously, including an estimated timeframe for delivery of project iterations, as well as the plan for ongoing review, testing, and evaluation of the user experience.
- a. **Supplementation statement:** a statement affirming that this grant funding will supplement (and/or expand) and not simply supplant existing funding for current efforts.
  - b. **Privacy statement:** to the extent applicable, a statement confirming that the organization/entity has security policies in place regarding the safeguarding of personal data and personal and medical information.
  - c. **Sustainability/Replication:** a description of opportunities to scale, disseminate, or replicate the project (if applicable) and/or a clearly articulated and realistic

sustainability plan to continue program efforts once this grant ends (if applicable).

**5. Budget Details.**

- a. **Line Item Budget:** a detailed budget proposal.
- b. **Budget Narrative:** a budget narrative providing a detailed description of how grant funds will be utilized and a description of any financial and/or in kind resources leveraged (if applicable). Although in-kind resources are not required, applicants which are cost-effective and which have stronger cost-benefit ratios are more likely to be evaluated favorably.

**4. Small for-profit businesses (only) must include the following:**

- a. Year founded; number of employees (please average over a 12 month look-back period) and break it down as follows: (1) number of full-time employees (including temporary employees); (2) number of part-time employees (including temporary employees); (3) number of interns/volunteers;
- b. Financial information (current assets, current liabilities, working capital and a statement attesting to the financial solvency of the business); and
- c. Governance structure.

**How Grantees Are Selected**

All funding decisions and amounts of funding will be made at the sole discretion of the AGO and all grant funding decisions are final. Applicants may receive no funding or less funding than requested. Some of the criteria utilized in the selection process may include:

- Ability of applicants to promote equal opportunity within the trades to the identified population through apprenticeship programs, trainings, conferences, outreach;
- Extent to which applicants' projects and anticipated results are cost effective and can be documented and disseminated and/or replicated;
- Extent of applicants' past experience in promoting equal opportunity through employment in the trades;
- Ability of the applicants to set an expeditious timeline;
- Applicants' plans to serve individuals who are members of underrepresented or underserved communities; and/or
- Diversity as to the nature of the applicants' proposed project.

**Application Information**

- Interested applicants may access the application here: [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).
- New applicants will be asked to create a free online account. Any applicant that has applied for any grant using the [online grant management system Foundant](#) may log into an existing account.
- Applications may be started, saved, and completed later.
- Full proposals for selected applicants must be delivered electronically through the AGO's online grant application by **4:00 p.m. on March 31, 2017**. Applications received after the deadline will not be reviewed.
- There will be no applications accepted in any other format. (The only exception is if the applicant has previously made arrangements with the AGO pursuant to a request for a reasonable accommodation to submit the application via an alternative format.)

- Confirmation of Receipt: Applicants typically receive an email confirmation within 24 business hours; if one is not received please call 617-963-2077 or 617-963-2313 for further instructions and assistance.
- Applicants should not include any attachments other than those requested. Any additional attachments sent will not be provided to the reviewers.

### Questions

Questions regarding this RFP may be submitted to [AGOgrants@state.ma.us](mailto:AGOgrants@state.ma.us) by email, **only**, and until **4:00 p.m. on March 24, 2017, only**. Applicants should include “Equal Opportunity in Public Trades Grant” in the email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO’s website here:

[www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).

### Reasonable Accommodation

Applicants with disabilities who seek a reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to [AGOgrants@state.ma.us](mailto:AGOgrants@state.ma.us) or by telephone at (617) 963-2090 or TTY at (617) 727-4765 no later than **March 17, 2016**

### Expectations and Requirements for Successful Applicants

- Awards are contingent upon the organization/entity satisfactorily completing all necessary documents (see below) by the deadlines established during the contract period.
- Any proposed changes to grant program or budget made at any time during the grant period must be requested in writing and must be approved in advance by the AGO.
- In the event that the primary contact person for the grant changes, the AGO must be notified as soon as possible.
- Grantees will fulfill all reporting requirements (see below) including completion of a satisfactory financial and programmatic summary at the conclusion of the grant (Final Report) by the deadline established and in a format to be provided by the AGO.
- It is the duty of all grant funded programs to immediately notify the AGO if the organization/entity is or becomes the subject of any investigation, complaint, or lawsuit by any federal, state, or local law enforcement or regulatory agency.
- As a condition of grant award, each awardee agrees that representatives of the AGO at any time may review its financials, print, and electronic records (as they relate to the grant) to ensure compliance with the terms of the grant award. Such inspection, review, and/or audit by representatives of the AGO may occur at any time, with or without notice to the program.
- Failure to comply with any portion of the grant requirements may result in:
  - Forfeiture of grant monies not yet disbursed and/or reimbursement of previous monies awarded; or
  - Suspension or termination of grant program.
- The awardee agrees to identify the AGO as a funding source on any print, electronic, or media materials produced with grant resources. Grantees may not, however, use the AGO or Commonwealth seal without approval by the AGO.

- **Grantees will be required to attend a minimum of 2 outreach events quarterly** to spread the word about apprenticeships and job training opportunities. Grantees will be required to document their outreach events in each quarterly reports.
- At the end of the grant period, any unexpended grant funds must be returned to the AGO within 30 days.

### **Reporting Requirements**

Grant recipients are required under the terms of the grant to provide budgetary and program reports, as well as a final summary report to AGO. Grantees will submit these reports quarterly. Reporting forms will be provided shortly after the grant notification period. Participating programs must adhere to all mandatory fiscal and program administration guidelines and disbursement of funds will be dependent upon timely submission of all required reports.

### **Required Commonwealth Contract Documents for Successful Grantees**

These documents are listed for informational purposes and **should not** be submitted with the grant application. Successful grantees will be required to complete these documents within the deadline established at the time of the notification of grant award.

- Standard Contract Form
- Commonwealth Terms and Conditions
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Sign Up Form
- Scope of Services Agreement.

### **Disbursement of Grant Funds**

Disbursements are expected to be sent to awarded grantees by Electronic Funds Transfer, provided grantees have completed all necessary contract and reporting documents by the established deadlines. Organizations will receive a quarter of their funds after their contract has been executed. The remainder of the grant funds will be disbursed after each quarterly report has been reviewed.

### **Public Records**

All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, cl. 26. Applicants should not submit personal identifying information or patient medical information. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

### **Responsibilities of Grant Administrators**

All grant administrators will be required to maintain careful financial controls over and account for the expenditure of, grant funds, including:

- Compiling all data relative to funded programming;
- Ongoing communications and quality control; and
- Provision of program and fiscal reports to the AGO. Reports will include an update on activities or services delivered, evaluation activities and/or findings, assessment of

progress towards goals and objectives, a description of challenges encountered, key successes, and consumer feedback.

**Updates to this RFP**

Any changes/corrections to any part to this RFP will be posted on [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants). It is the applicant's responsibility to check this web page frequently for any updates.